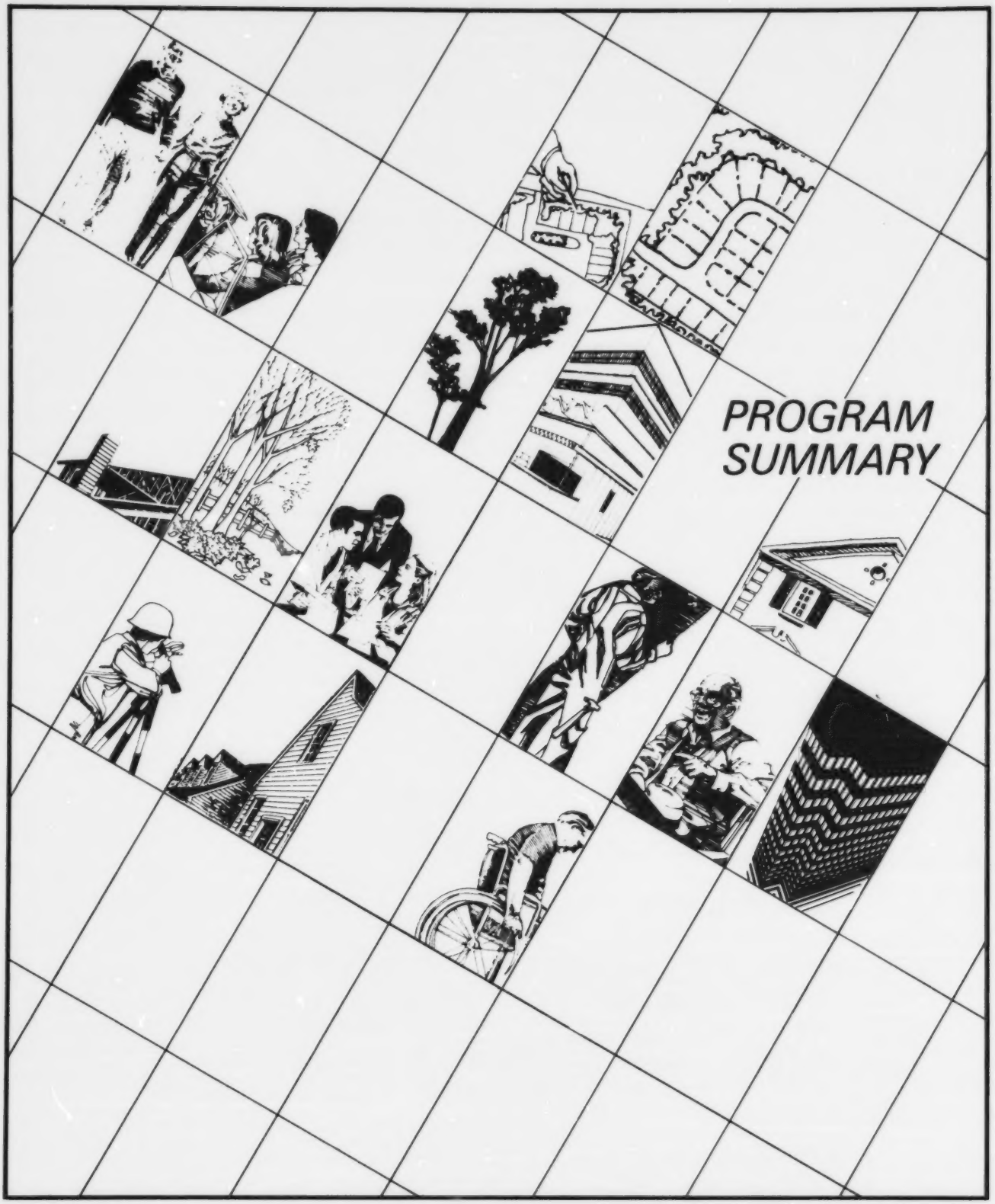

PROGRAM SUMMARY

Nova Scotia
Department of Housing

TABLE OF CONTENTS

DEPARTMENT OF HOUSING PROGRAMS

1989-90

	PAGE
INTRODUCTION	1
NOVA SCOTIA DEPARTMENT OF HOUSING OFFICES	2-3
ACCESS-A-HOME PROGRAM	4
APARTMENT CREATION PROGRAM	5-6
FAMILY MODEST HOUSING PROGRAM	7-8
HOUSING AUTHORITIES	9
LAND SERVICING/LOT SALES PROGRAM	10
NOVA SCOTIA HOME AWARDS PROGRAM	11
PARENT APARTMENT PROGRAM	12
PRIVATE NON-PROFIT HOUSING PROGRAM	13
PRIVATE SECTOR SECOND MORTGAGE PROGRAM	14
PROVINCIAL HOUSING EMERGENCY REPAIR PROGRAM	15
PUBLIC NON-PROFIT HOUSING - FAMILY UNITS	16-17
PUBLIC NON-PROFIT HOUSING - SENIOR CITIZENS	18-19
PUBLIC NON-PROFIT HOUSING - SPECIAL CARE	20
RENT SUPPLEMENT PROGRAM	21
RURAL AND NATIVE HOUSING PROGRAM	22
SENIOR CITIZENS ASSISTANCE PROGRAM	23
SMALL LOANS ASSISTANCE PROGRAM	24-25

INTRODUCTION

Homes provide physical and emotional shelter and are the largest single investment any of us will ever make. For these reasons the provincial government has a commitment to providing adequate, affordable housing at a reasonable cost to Nova Scotians.

The Department of Housing was established on November 9th, 1983 through Bill 66, an "Act Respecting Housing". The new Department replaces the Nova Scotia Housing Commission, an agency established in 1932, to encourage public and private housing initiatives and to make recommendations for improving housing conditions.

Because it was one of the first areas in Canada to be settled, Nova Scotia has a larger percentage of older housing than most other provinces. The Department has expanded its program and service portfolio to maintain the province's older housing stock, to serve special interest groups such as seniors, the handicapped and low to middle income families and to provide reasonably priced serviced land for potential homebuilders and contractors.

These programs have as their goal the improvement of conditions of disadvantaged individuals and groups in accordance with the Department's policy under Section 15(2) of the Charter of Rights. It should be noted that the housing programs available in Nova Scotia which are financed and delivered solely by Canada Mortgage and Housing Corporation are not included in this publication.

This booklet describes only the main features of each program. More detailed information on any of them may be obtained from the department's regional offices or from its head office.

NOVA SCOTIA DEPARTMENT OF HOUSING OFFICES

Head Office,
P.O. Box 815
Dartmouth, N.S.
B2Y 3Z3
Telephone 424-4483

Cape Breton Regional Office, serves
Provincial Building,
360 Prince Street,
P.O. Box 1267,
Sydney, N.S.
B1P 6J9

- **Cape Breton County**
- **Inverness County**
- **Richmond County**
- **Victoria County**

Telephone 563-2120 or toll free 1-563-2135

Port Hawkesbury Field Office, serves
Provincial Building,
P.O. Box 149,
Port Hawkesbury, N.S.
B0E 2V0

- **Port Hood**
- **Louisdale**
- **River Denys**

Telephone 625-0650

Central Regional Office, serves
Maritime Building,
176 Archimedes Street,
P.O. Box 481,
New Glasgow, N.S.
B2H 5E5

- **Antigonish County**
- **Colchester County**
- **Cumberland County**
- **Guysborough County**
- **Pictou County**

Telephone 755-5065 or toll free 1-752-0101

Amherst District Office, serves
144 East Victoria Street,
P.O. Box 486,
Amherst, N.S.
B4H 4A1

- **Cumberland County**

Telephone 667-1161

NOVA SCOTIA DEPARTMENT OF HOUSING OFFICES
(Cont'd)

Metro Regional Office, serves
Suite 304
Bedford Towers,
Bedford, N.S
B4A 2X2

- **Halifax County**
- Hants County

Telephone 424-5110 or toll free 1-424-5130

Millwood Village Sales Office, serves
1129 Sackville Drive
Sackville, N.S.
B4C 2S7

- **Millwood Village Land Assembly and Sackville Lakes Land Assembly**

Telephone 864-3232

Western Regional Office, serves
166 Commercial Street,
P.O. Box 1000,
Middleton, N.S.,
B0S 1P0

- **Annapolis County**
- **Digby County**
- **Kings County**
- **Lunenburg County**
- **Shelburne County**
- **Queens County**
- **Yarmouth County**

Telephone 825-3481 or toll free 1-825-3483

Liverpool District Office, serves
267 Main Street,
P.O. Box 1660,
Liverpool, N.S.,
B0T 1K0

- **Lunenburg County**
- **Shelburne County**
- **Queens County**

Telephone 354-2116 or toll free 1-354-2294

ACCESS-A-HOME PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSES: To assist persons or family members whose mobility is limited to wheelchairs.

ELIGIBILITY:

1. Client
   - (a) Applicant or member of applicant's family must be limited to a wheelchair because of a long term disability.
   - (b) Applicant must own, be part owner or have a life interest in, and must reside in the dwelling for which the application is made.
2. Dwelling
   - (a) Must be principal residence of the applicant and the person limited to a wheelchair.
   - (b) Must be single family unit and may be detached, semi-detached, a mobile home or one unit of row housing.
   - (c) Must be an existing home.
3. Eligible work
   - (a) Elimination of architectural barriers which restrict the use of a wheelchair.
   - (b) Elimination of architectural barriers must be of a permanent nature.

FORM OF ASSISTANCE:

- (a) Participants with a gross family income of $0 to $15,000 per annum will receive a grant of 90 per cent of the first $1,500 of approved work and materials in place, which grant shall not exceed $1,350.00.
- (b) Participants with a gross family income of $15,001 to $30,000 per annum will receive a grant of 70 per cent of the first $1,500 of approved work and materials in place, which grant shall not exceed $1,050.00.
- (c) Participants with a gross family income of above $30,000 per annum will receive a grant of 50 per cent of the first $1,500 of approved work and materials in place, which grant shall not exceed $750.00.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

APARTMENT CREATION PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSES: To increase the number of apartments available to low and moderate income individuals or families by making loans to eligible applicants to increase the number of households accommodated in existing buildings and/or on existing serviced land in already built up locations in urban areas through the conversion of existing structures or additions thereto.

ELIGIBILITY:

(a) Applicant must be a resident of Nova Scotia for at least one (1) year or a corporation registered to carry on business in Nova Scotia.

(b) Applicant must have a good credit rating.

(c) Applicant shall enter into an agreement with the Minister of Housing respecting rents and their manner of calculation, to be charged to tenants for a three (3) year period.

(d) All loans shall be used for creation of new apartments units.

(e) All work shall comply with Municipal by-laws and regulations.

(f) Limited to 3 units per project/complex.

FORM OF ASSISTANCE:

(a) Maximum loan shall not exceed $15,000.00 per eligible unit.

(b) Loan shall be secured by a registered first or second mortgage.

(c) The interest rate shall be established at the time of mortgage approval.

(Cont'd)

(d) Term of mortgage shall not exceed 10 years.

(e) Total of first and second mortgages shall not exceed 90% of the appraised market value after the project has been completed.

(f) Total capital costs of units created shall not exceed $40,000.00 per unit.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

FAMILY MODEST HOUSING PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To provide funds to lower and middle income families for the construction or purchase of modest housing or the renovation of existing owner occupied units.

ELIGIBILITY:

1.	Client	(a) Maximum gross family income shall not exceed $40,000 per year for those wishing to purchase existing or contractor built units. (b) Maximum gross family income shall not exceed $50,000 per year for those wishing to self-build. (c) Applicants cannot presently own adequate housing. (d) Applicants must have a good credit rating.
2.	Dwelling	(a) Maximum loan amount for new construction, purchase or renovation shall not exceed $70,000. (plus one percent (1%) mortgage insurance fee). (b) For <u>new</u> construction, there are size restrictions depending on whether applicant is applying for subsidy. (c) For <u>existing</u> units, size guidelines are 1100 sq.ft. for bungalows and split entries; 1360 sq.ft. 1½, 2 storey and split level units.

(Cont'd)

(d) For Rehabilitation of existing units, there is no size restriction; however, area of unit to be renovated should reflect reasonable sizes for the family's requirements.

FORM OF ASSISTANCE:

(a) Subsidy is available in warranted situations to reduce the required monthly mortgage payment.
(b) Applicant's monthly payments shall be between 20% and 27% of gross monthly income, depending on gross family income of the applicant.

APPLICATION PROCEDURE:

Contact the Department of Housing Office serving your area.

HOUSING AUTHORITIES

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Relevant Municipality

PURPOSE:

Housing Authorities are established by Provincial Orders in Council to supervise and operate the Federal-Provincial Public Housing projects.

CONSTITUTION OF MEMBERSHIP:

The number of members appointed to a Housing Authority is determined by the characteristics of the portfolio to be administered and the appointments to the Authority are made by the Minister of Housing. Appointees to a local Authority are selected by a nominating committee representing all three levels of government, while in the case of a Regional Authority the appointees are selected by the Municipalities involved, the Federal and Provincial Governments.

DUTIES:

To supervise and operate all Public Housing Projects (Senior Citizen and Family Units) constructed under various Sections of the National Housing Act as a trustee on behalf of the Partnership. There are presently 43 Housing Authorities established in the Province administering more than 10,500 units of public housing, being comprised of approximately 3,500 Family Units and 7,000 Senior Citizens Units.

FORM OF ASISTANCE:

The operating deficits on Public Housing projects constructed under the National Housing Act are shared by the Federal Government, the Province of Nova Scotia and the relevant municipality. The ratio of the shared loss varies from project to project, but the total deficit for all 10,500 units is shared approximately 71% by the Federal Government, 17% by the Province of Nova Scotia and 12% by the Municipalities.

LAND SERVICING/LOT SALES PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSES: To provide serviced lots and block lands throughout Nova Scotia and in well planned subdivisions to help meet the housing needs of Nova Scotians.

ELIGIBILITY:

1. Client
   (a) Individual members of the public.
   (b) Small and large builders.
   (c) Commercial and institutional developers.

2. Projects
   (a) The Department of Housing has an extensive program of land acquisition and servicing, creating subdivisions of varying sizes which may include all types of public and private housing and commercial and institutional areas.

FORM OF ASSISTANCE: The Nova Scotia Department of Housing is responsible for the land acquisition, total project planning, land servicing and selling of the building sites.

APPLICATION PROCEDURE: Contact any of the Department of Housing Offices serving your area or, in the Halifax/Dartmouth metro area and in Sydney, the land assembly sales offices as listed on pages 2 and 3.

NOVA SCOTIA HOME AWARDS PROGRAM

RESPONSIBILITY: Nova Scotia Department of Housing

PURPOSES: To support innovation in housing design in Nova Scotia and increase public awareness of the Province's residential development activity.

ELIGIBILITY: All housing development in Nova Scotia is eligible provided the project has been completed and meets the objectives of the program.

Award Categories:

1. Home Unit Design - Award nominees will be considered on the basis of design innovation and excellence, cost, energy conservation, and the use of Nova Scotian materials.

2. Home Construction and Delivery Innovation - Innovation in use of materials, financing, subdivision design, or housing component design.

3. Home Renovation/Restoration - Excellence in the renovation of older housing with emphasis on suitability to neighbourhood, historical value, details, anc economics.

FORM OF ASSISTANCE: A jury representing the Department of Housing, Nova Scotia Home Builders' Association, and the Nova Scotia Association of Architects evalute entries.

A presentation to the award winners takes place in November of each year.

APPLICATION PROCEDURE: The Nova Scotia Home Awards are advertised during July and September and information is available at the Department of Housing's nearest office.

PARENT APARTMENT PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To provide assistance to eligible homeowners to create an apartment within a principal residence for senior(s) related to the homeowner.

ELIGIBILITY:

(a) Applicant must be a resident of Nova Scotia for at least one (1) year and own real property.

(b) Loans shall be made only with respect to permanent residence of applicant.

(c) Loans shall be made with respect to fee simple ownership housing in the form of detached, semi-detached or row housing units.

(d) Total outstanding charges on property shall not exceed 90% of market value after completion of unit.

(e) Addition or space to be renovated will include: 120 sq.ft. for bedroom and storage and may include bathing and minor food preparation areas. If bathing facilities are not included, easy access to existing facilities must be available.

FORM OF ASSISTANCE:

(a) Minimum loan under the program shall be $1,000.00 and maximum $15,000.00.

(b) All loans will be secured by a registered first or second mortgage.

(c) Repayment term shall not exceed 10 years.

(d) The interest rate shall be 6% per annum.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

PRIVATE NON-PROFIT HOUSING PROGRAM

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Private Non-Profit Housing Group

PURPOSE:

To assist households in need to obtain affordable, adequate and suitable rental housing, with or without on-site care or support services.

ELIGIBILITY:

Private Non-Profit groups, incorporated under the Societies Act.

FORM OF ASSISTANCE:

Financing is by means of a 100% N.H.A. insured loan. The maximum project subsidy, which is equal to the difference between eligible operating costs and revenues, is shared 75% by the Government of Canada and 25% by the Province of Nova Scotia. Any remaining deficit and costs associated with the care position of the project are covered by a daily rate, which is cost shared by the relevant municipality and the Department of Community Services.

APPLICATION PROCEDURE:

The Private Non Profit Group, after having been incorporated, advises the Department of Housing of the project they wish to undertake. Such projects may be new construction or the acquisition and conversion of existing units. The group must also indicate the "all in" cost of the project, the estimated revenue from rentals and the cost of operation.

Further details may be obtained from the Department of Housing office in your area.

PRIVATE SECTOR SECOND MORTGAGE PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To provide assistance to first time howeowners for the downpayment to construct or purchase a modest home or condominium.

ELIGIBILITY:

(a) Maximum gross family is $50,000.
(b) Single applicants may apply.
(c) Applicant cannot presently own adequate housing.
(d) Applicant must have a good credit rating.
(e) Applicant must provide a minimum of $2,500 in equity.
(f) The maximum purchase price shall not exceed $90,000 and where the purchase price exceeds $80,000, purchaser's equity will increase proportionately.

FORM OF ASSISTANCE:

(a) Provides a maximum Second Mortgage of 25% of the purchase price less $2,500 equity to a maximum to $17,500.
(b) Interest rate established at time of approval.
(c) Interest rate fixed for the term of the first mortgage.
(d) Amortization shall not exceed 15 years.
(e) No more than one (1) loan available to persons under this program.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

PROVINCIAL HOUSING EMERGENCY REPAIR PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To provide assistance to individuals having restriced incomes who cannot afford to carry out the emergency repairs required to maintain their homes as habitable units.

ELIGIBILITY:

1.	Client	(a) Priority will be given to those having a combined income of less than $6,000 per annum. (b) Must own, be part owner, or have a life interest and must occupy the dwelling.
2.	Dwelling	(a) Must be principal residence of applicant. (b) Must be single family unit and may be detached, semi-detached, a mobile home or one unit of row housing. (c) Only houses threatening the health and safety of the residents will be considered for this program.

FORM OF ASSISTANCE: A one time only grant of up to $2,500 for labour and materials.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

PUBLIC NON-PROFIT HOUSING - FAMILY UNITS

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Relevant Municipality
- Relevant Housing Authority

PURPOSE:

To provide suitable rental accommodation for families who, because of their low incomes, cannot obtain adequate housing.

IMPLEMENTATION PROCEDURES:

A project is initiated by a resolution, passed by the appropriate municipal council. When funding is available and if evidence of need and demand is demonstrated, the Department of Housing places a project on its construction program.

The capital cost of Public Non-Profit Housing for senior citizens and families, is financed 100% by the Provincial Government; operating losses are shared 75%-25% by the Federal Government and the Province. The Province's contribution is shared by the relevant municipality.

ELIGIBILITY:

(a) Eligibility is basically determined by family composition, income, present accommodation and residency.

(b) Applicants must have resided in the relevant community for (12) consecutive months within the previous three years or, having been a former resident of the relevant municipality for a minimum of 60 months, can provide evidence on medical or compassionate grounds of eligibility;

(c) Selection of tenants is carried out by local Housing Authority based on a point scoring system.

(Cont'd)

PUBLIC NON-PROFIT HOUSING - FAMILY UNITS (Cont'd)

FORM OF ASSISTANCE:

(a) Self-contained units with stove and refrigerator.
(b) Rent is based on a rent-to-income ratio and may vary from 16.7 per cent to 25 per cent of income, with appropriate reductions for services not provided and reduction for each child.
(c) A grant in lieu of taxes paid to the municipality in order to help defray the municipality's share of the operating deficit.

APPLICATION PROCEDURE:

Applications or information may be obtained from the Housing Authority. To determine the relevant Housing Authority you may telephone the Department of Housing Office serving your area.

PUBLIC NON-PROFIT HOUSING - SENIOR CITIZENS

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Relevant Municipality
- Relevant Housing Authority

PURPOSE:

To provide affordable, comfortable living accommodations for senior citizens.

IMPLEMENTATION PROCEDURE:

A project is initiated by a resolution passed by the appropriate municipal council. When funding is available and if evidence of need and demand is demonstrated, the Department of Housing places a project on its construction program.

The capital cost of Public Non-Profit Housing for senior citizens and families, is financed 100% by the Provincial Government; operating losses are shared 75%-25% by the Federal Government and the Province. The Province's contribution is shared equally with the relevant municipality.

ELIGIBILITY:

(a) Must be 58 years of age or older, physically and mentally self-sufficient.

(b) Must have been a resident in the particular community for twelve (12) consecutive months within the three years prior to applying or, having been a former resident of the relevant municipality for a minimum of 60 months, can provide evidence on medical or compassionate grounds of eligibility.

(c) Selection of tenants is done by the local housing authority based on a point-scoring system.

(Cont'd)

FORM OF ASSISTANCE:

(a) Tenants pay 16.7 per cent to 25 per cent of their gross income.
(b) Grants in lieu of taxes paid to the Municipality in order to help defray the Municipality's share of the operating deficit.
(c) Units are self-contained bachelor or one-bedroom suites and some have been designed for handicapped tenants.

APPLICATION PROCEDURE:

Applications or information may be obtained from the Housing Authority in your area. To determine the relevant Housing Authority you may telephone the Department of Housing Office in your area.

PUBLIC NON-PROFIT HOUSING - SPECIAL CARE

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Public Non-Profit Housing Group
- Relevant Municipality

PURPOSE:

To provide accommodation to those persons requiring special care due to physical or mental infirmities.

ELIGIBILITY:

Public Non-Profit Groups organized to represent the relevant Municipality and made up of Provincial or Municipal representatives (members of municipal councils, etc.). Public Non-Profit Groups work through the Nova Scotia Department of Housing.

FORM OF ASSISTANCE:

(a) Financing may be provided by the Municipal Finance Corporation through the sponsoring municipal unit, or by an approved private lender.

(b) Canada Mortgage and Housing Corporation and the Nova Scotia Department of Housing provide a subsidy if required. The maximum subsidy available is the difference between eligible operating costs and revenue, shared 75% by the Government of Canada and 25% by the Province of Nova Scotia.

(c) Any remaining deficit and costs associated with the care portion of a project are covered by a daily rate, which is shared by the relevant Municipality and the Department of Community Services.

APPLICATION PROCEDURE:

The Public Non-Profit Group, after having been incorporated, advises the Department of Housing of the project they wish to undertake. Such projects may be new construction or the acquisition and conversion of existing units. The group must also indicate the "all in" cost of the project, the estimated revenue from rentals and the cost of operation.

Further details may be obtained from the Department of Housing Office in your area.

RENT SUPPLEMENT PROGRAM

RESPONSIBILITY:

- Nova Scotia Department of Housing
- Canada Mortgage and Housing Corporation
- Private landlords or Continuing Housing Co-operatives.

PURPOSE:

To assist households in need to obtain affordable, adequate and suitable rental housing by subsidizing rents in eligible rental dwellings.

ELIGIBILITY:

Private landlords and Continuing Housing Co-operatives.

FORM OF ASSISTANCE:

The assistance shall be based on the monies required to pay the difference between the rent paid by the Rent Supplement client and a market rent which would be agreed to by the Minister in the agreement with the owner. The assistance provided shall be cost shared by Canada and Nova Scotia and is available over a period of 35 years. Rents charged shall be based upon a rent-to-income scale and adjusted household income.

APPLICATION PROCEDURE:

(a) Continuing Housing Co-operatives:
Canada Mortgage and Housing Corporation, in consultation with the Minister of Housing, assumes responsibility for the distribution of Rent Supplement units to Continuing Housing Co-operatives.

(b) Private Landlords:
Where possible, a public tendering process shall be used in the selection of projects and units.

Further details may be obtained from the Department of Housing Office in your area.

RURAL AND NATIVE HOUSING PROGRAM

RESPONSIBILITY:

- Canada Mortgage and Housing Corporation is responsible for the Rural and Native Housing Program.
- The Department of Housing contributes to the maintenance of units that were built before 1984.

PURPOSE:

To provide assistance for low income families in rural areas of Nova Scotia to acquire adequate housing, either new construction or the acquisition and repair of an existing unit.

ELIGIBILITY:

1.	Client	(a) Must reside in a community or area having a population of 2,500 or less. (b) Priority is given to those persons having the poorest housing, the lowest income and the largest families.
2.	Dwelling	(a) Single family units, either newly constructed or existing.

FORM OF ASSISTANCE:

Individual loans are made for private ownership of single family units and are repaid over 25 years. Payments are based on income and may vary from as low as $22.00 per month to 25 per cent of family income. The maximum loan is $56,500.

APPLICATION PROCEDURE:

Applications are made through the non-profit delivery group operating in the particular area. Applications are then forwarded to Canada Mortgage and Housing Corporation for approval.

SENIOR CITIZENS ASSISTANCE PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To assist senior citizens wishing to remain in their own homes but who cannot afford to carry out the necessary repairs.

ELIGIBILITY:

1. Client
   (a) Either spouse must be 65 years of age or over.
   (b) Priority is given to applicants with a combined annual income of $16,000.00 or less.
   (c) Must own, be part owner or have a life interest and must reside in the dwelling for which the application was made.
2. Dwelling
   (a) Must be principal residence of applicant.
   (b) Must be single family unit and may be detached, one unit of row housing, or mobile home.

FORM OF ASSISTANCE:
(a) Loans of up to $3,000.00.
(b) Loans secured by a loan agreement.
(c) No payments are required as long as the recipient continues to own and occupy the premises.
(d) If the recipient ceases to own or occupy the premises for which the loan was given the entire loan becomes due and payable.

APPLICATION PROCEDURE: Contact the Department of Housing Office serving your area.

SMALL LOANS ASSISTANCE PROGRAM

RESPONSIBILITY: - Nova Scotia Department of Housing

PURPOSE: To provide low interest loans up to $10,000.00 for repairs, alterations or additions to single family homes, including mobile homes, for completion or partial completion of a single family home and for the conversion of larger, single family homes into self-contained apartment units (maximum of 2 units).

ELIGIBILITY:

1. Client

(a) Must own and reside in the dwelling for which the application is made.

(b) Must have an adjusted family income of less than $21,500.00 per annum. (Gross family income less $1,000.00 for a working spouse and $500 for each dependent child).

(c) Applicants must have a good credit rating.

(d) Total housing indebtedness must not exceed 27 per cent of gross family income. (Principal, interest and taxes for housing related loans).

2. Client

(a) Must be principal residence of applicant.

(b) Must be single family unit and may be detached, semi-detached, a mobile home or unit of row housing.

(c) Total outstanding charges must not exceed 75 per cent of the property's appraised value.

(Cont'd)

SMALL LOANS ASSISTANCE PROGRAM (Cont'd)

FORM OF ASSISTANCE:

(a) Loans available up to $10,000.00.

(b) Maximum term of loan is ten years.

(c) Interest Rate varies according to income.

(d) Loans are secured by a first, second or chattel mortgage on the property for which the application is made.

APPLICATION PROCEDURE:

Contact the Department of Housing Office serving your area.